



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
PACIFIC OCEAN DIVISION, CORPS OF ENGINEERS
FORT SHAFTER, HAWAII 96858-5440

CEPOD-PM (1b)

12 January 1999

MEMORANDUM FOR

COMMANDER, ALASKA ENGINEER DISTRICT
COMMANDER, JAPAN ENGINEER DISTRICT
COMMANDER, FAR EAST ENGINEER DISTRICT
COMMANDER, HONOLULU ENGINEER DISTRICT

SUBJECT: Congressional Contacts Database

1. References:

a. E-mail from Erica Ellis, 8 Jan 98, subject: Congressional Database, which provided access passwords and inputting instructions.

b. Memo, CECS-C, 10 Dec 98, subject: Congressional Contacts Database.

2. This memo provides the Pacific Ocean Division with implementing instructions on the administration of the Congressional contacts database.

3. The following guidance for data entry is as follows:

a. Those given entry authorization will be allowed to enter data in the database directly without having to coordinate with POD. Each District will develop its own instruction, if needed, to those given entry authorization.

b. Districts are responsible to notify USACE (Erica Ellis) if they desire a change to their list of personnel authorized to enter data. Please inform CEPOD-PM of changes and they will provide instructions to newly authorized personnel.

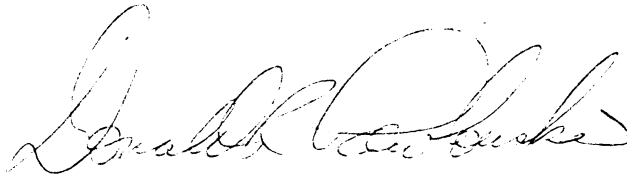
c. An e-mail will be sent to the Commanding General and Chief of Staff of POD with a narrative of the database entry. Copy furnish the Directors of Programs Management and Engineering and Technical Services.

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4. The Commanding General of USACE and POD are personally committed to using this database to keep up with Congressional issues. We need to support this initiative.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Donald R. Pawlowski", written in a cursive style.

Encls

DONALD R. PAWLOWSKI
Colonel, Corps of Engineers
Deputy Commander

10 Dec 1998

CECS-C

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS AND
STAFF PRINCIPALS, HQUSACE

SUBJECT: Congressional Contacts Database

1. Reference memorandum, CECS-C, 27 Feb 98, subject: Congressional Contacts.
2. The purpose of this memorandum is to provide information regarding the implementation of the Congressional Contacts Database (CCDB). This database has been developed to provide a single, central repository for information on all congressional contacts, activities and issues involving the Corps of Engineers. The database will serve as a useful tool to better serve the Congress and for the entire command to gain information on Member issues and contacts that senior leaders in the Corps have had with congressional interests. This memorandum describes how Commanders, Directors, Staff Principals and/or their representatives will document and record contacts with Members of Congress or senior congressional staff and other congressional information using the Congressional Contacts Database (CCDB).
3. Beginning 6 January 1999, with the convening of the 106th Congress, all congressional contacts, activities and issues will be documented and recorded using the Congressional Contacts Database. The database will be accessed via the Internet using an assigned user ID and password. The Office of Congressional Affairs will provide user IDs and Passwords for both write access and read-only access to the database.
4. Prior to implementation of the database a video-teleconference (VTC) will be held for all Division Commanders and the Engineering Research and Development Center. At the VTC (date to be announced separately) more specific database instruction and more detailed implementing guidance will be discussed. Commanders and Directors will be responsible for identifying those personnel who will participate in the VTC. Ultimately, Commanders and Directors will need to identify a limited number of personnel (2-3) responsible for database entry (write access) as well as key personnel given read-only access. Database entries must be factual and objective. All contacts should be referenced in the database, but urgent issues should be communicated directly to higher headquarters, leadership and management as appropriate.
5. This guidance supersedes the reporting requirements of the referenced memorandum. Additionally, there will no longer be a requirement to report congressional contacts and activities in the Weekly Significant Activities Report or the Civil Works, Military Programs and Interagency and Intergovernmental Support daily SITREPS, as this information will be available in the CCDB as of 6 January 1999. Finally, outbriefs of congressional visits by Commanders to Headquarters will no longer be necessary as Congressional visit memorandums for the record (MFRs) will be documented and immediately available in the database.
6. Any questions regarding this guidance may be directed to Mr. Jim Rausch, CECS-C at (202) 761-1059 or Erica Ellis at (202) 761-1034.

/S/

JOE N. BALLARD
Lieutenant General, USA
Commanding